

June 2024

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DOL FLSA OT Salary Threshold Final Rule

The U.S. Department of Labor (DOL) announced the final rule for the overtime eligibility changes to the Fair Labor Standards Act (FLSA) with an effective date of July 1, 2024.

This rule increases the minimum salary threshold for an employee to remain “exempt” to \$844 per week or \$44,057 annually. The annual salary is based on UWF’s 26.1 pay periods. Because of the UWF pay periods, the effective date for this change at UWF will be **June 23, 2024**.

Impacted employees and their supervisors will be notified via letter the week of June 3, 2024. Training for impacted employees is being held on June 10, 2024, at 3:30pm and June 13, 2024, at 10am. Training for supervisors of impacted employees is being held on June 13, 2024, at 11:30am.

Further information related to Compensable Hours of Work and FLSA FAQs can be found on the [Human Resources website](#).

All questions can be directed to Jamie Sprague, Associate Vice President Human Resources at jsprague@uwf.edu.

Minimum Wage Increase – UWF – Effective July 7, 2024

Effective Sunday, July 7, 2024, the minimum wage for the University of West Florida OPS Student employees will increase to \$14.00 per hour and OPS Staff employees will increase to \$15.00 per hour. All Graduate Assistant positions will increase to \$15.50 per hour. Federal Work Study employees are still under review and will be determined at a later date.

Human Resources will process pay increases for all hourly OPS Student and OPS Staff employees whose hourly wages are below that amount effective Sunday, July 7, 2024. Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action

documenting these increases will be forwarded to the affected departments after the change is processed. If you have questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Supervisors, You Are Invited – June 3rd 10 AM!

Join Rebekah Allred, LinkedIn Learning’s Senior Customer Success Manager, June 3rd from 10 to 11 a.m. for a virtual session tailored to leaders keen on harnessing LinkedIn Learning to empower their teams.

During the training, you’ll discover the ins and outs of leveraging the array of LinkedIn’s resources to foster professional growth and team development.

Gain valuable insights on navigating the platform effectively, curating relevant courses, and integrating the courses seamlessly into your leadership toolkit – especially helpful as we prepare for our upcoming performance review season.

Unlock the power of continuous learning to drive productivity, innovation, and employee engagement. Equip yourself with the knowledge and tools needed to propel your team towards success in today’s dynamic workplace!

[Register in PageUp today!](#)

Have questions, contact [Lynne Randall](#), Employee Relations Manager.

Employee Self-Service Banner 9 Upgrade – Going Live!

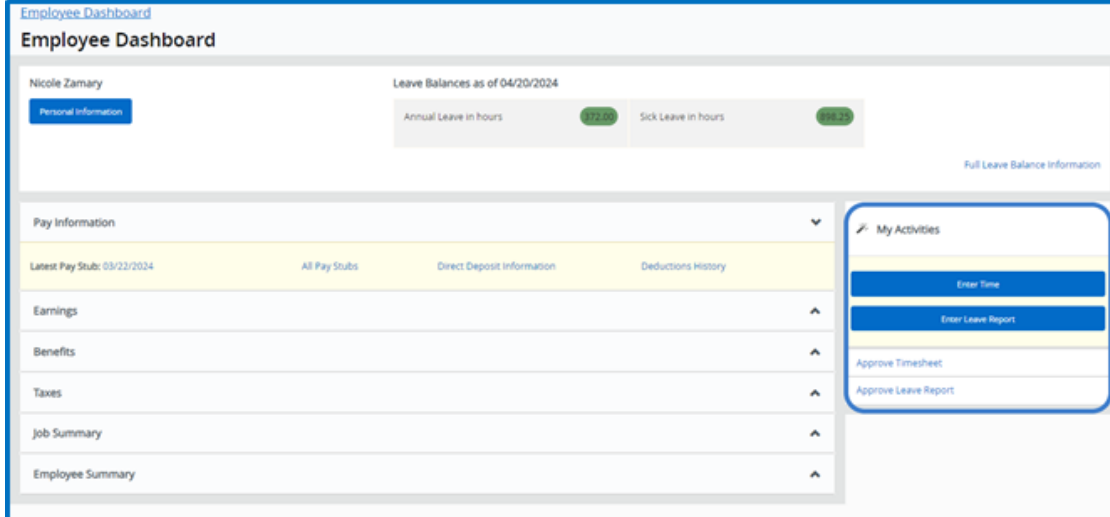
Human Resources has been preparing for the “Go Live” date for Employee Self-Service and it has arrived. The newest version of Banner for Human Resources Self-Service application will be available in MyUWF starting June 11, 2024.

[Self-Service Banner Home](#)

You will continue to log into Self-Service through MyUWF using your UWF credentials. Beginning June 11, 2024, you will notice changes to Self-Service Banner Home. Self-Service Banner’s interface has been modernized to offer easier navigation and a more intuitive user experience. To access Employee Self-Service on, or after, June 11th, search for “**Employee Dashboard**” from MyUWF. The Employee Dashboard will function as your portal for a number of UWF related tasks and displays your employee information in one, convenient place.

[New Features and Functionality](#)

Employee Self-Service allows employees to view their contact information, available leave, pay stubs, current employee benefits, payroll deductions, tax statements and more. Employees will also use Self-Service to access their Timesheet or Leave Report to submit hours of work and/or leave taken. Users will notice an improved interface for easier navigation, new features to allow for quicker access to information, and streamlined processes.



The upgrade to Employee Self-Service Banner 9 aligns with UWF’s commitment to increasing efficiency and delivering an enhanced experience for students, faculty and staff.

Employees should refer to the [Human Resources web page](#) under the News and Announcements section for additional information, as well as links to training materials.

Should you experience any issues or require assistance during the transition, please contact [Nicole Zamary](#) at 850.474.2608, [Sheri Jernigan](#) at 850.474.2884, or [Christine Dillard](#) at 850.474.2508.

PageUp Performance Information and Timelines

PageUp Performance Working Sessions This Summer -Visit the PageUp Calendar to Register

- July 8 – [Completing the Employee Self-Evaluation](#)
- July 9 – [\(Supervisors\) Setting Performance Objectives](#)
- July 15 – [Journal, 1 on 1, and Mail Matcher for Performance](#)
- August 5 – [Supervisor Evaluation of Employee](#)

Timeline with remaining 2023-2024 PageUp Performance due dates:

Step	Open Date	Due Date
2023-2024 Employee Self -Evaluation*	July 1, 2024	July 31, 2024
2023-2024 Supervisor Evaluation of Employee**	August 1, 2024	August 31, 2024
2023-2024 Employee Acknowledges Evaluation	September 1, 2024	September 30, 2024

This timeline does not apply to employees in their Position Orientation Year, to Fall/Winter Coaches, Faculty, OPS Part-Time Employees, or to those who report to the University President, Vice Presidents, or General Counsel.

*If an employee does not complete their self-evaluation by July 31, the Employee Relations Manager will auto-move the review to the Supervisor Evaluation of Employee step the first week in August.

** If a supervisor does not complete the evaluation for a direct report, the supervisor, the employee, and the 1-up supervisor will receive auto-generated, past-due emails until complete.

Supervisors, please remember to add comments to substantiate each rating above or below 3 Stars.

The **STAR** method for performance feedback is one method to provide substantiated feedback. For more information on the STAR method, revisit May 2024 HR Bulletin.

Supervisor Ninth Competency – Performance Management

Performance Management – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department’s (and university’s) strategic plans. Provides regular feedback on performance as measured against objectives. Addresses performance issues promptly. Fosters direct report’s learning and development opportunities. Provides public and private recognition of accomplishments. Completes all direct reports’ performance reviews as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

Ratings Explanations (from HR-17.04-06/20 and PageUp Performance Rating Descriptions)

Superior Performance

Employee significantly exceeds position requirements. (This is the highest performance rating and should be used only when an employee consistently exceeds the performance standards, goals and/or objectives set for the position. Additionally, the employee should be well above expectations in terms of completeness, timeliness, and independence. The employee should contribute to university goals and objectives beyond position requirements. The employee should require little supervision and be an exemplary employee with a strong potential for advancement.)

Above Performance

Employee consistently exceeds expectations and demonstrates the ability to surpass position requirements. (This rating indicates that the employee's performance is above the performance standards, goals and/or objectives set for the position. The employee's performance should be timely and embody a high degree of accuracy and independence. The employee should demonstrate initiative and innovation in performance of duties and responsibilities and require minimal supervision.)

Satisfactory Performance

Employee meets all position requirements. (This rating indicates that the employee satisfactorily performs the assigned duties and meets performance standards set for the position. The employee’s work should be timely and efficient. The employee should require an average level of supervision.)

Needs Improvement Performance

Employee is not satisfactorily completing the assigned duties. (This rating indicates that the employee is not satisfactorily completing the assigned duties and needs to make improvement toward meeting performance standards. The employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of needs improvement.)

Below Performance

Employee is not meeting standards, goals, or objectives set for the position. (This rating indicates that the employee does not demonstrate the knowledge or ability needed to perform the assigned duties, and consistent supervision is required. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of below performance.)

2023-2024 Executive Memos for employees who report directly to the University President, Vice-Presidents or General Counsel will launch July 1, 2024.

2024-2025 Annual Evaluations for all Work Force Employees will launch July 1, 2024.*

*Fall/Winter Coach Annual Reviews will launch June 1, 2024.

Please note: If the employee or the supervisor completes a step of the review ahead of the due date, the review will advance to the next step in the review cycle.

If you have questions or concerns, please reach out to [Lynne Randall](#) by email, or by calling 850.474.2292.

Coming Soon: New Employee Orientation Changes

Human Resources is currently working on moving to a hybrid (online and in-person) mode for the New Employee Orientation (NEO) currently offered once a month. Our goal is to provide employees with the opportunity to learn at their own pace during times that may fit their schedule more conveniently. Most of the information currently provided during NEO will be conveyed in an online Canvas course, but new hires will still be encouraged to sign up for in-person sessions as a “part 2” of the process, and this is when they will receive hands-on benefits assistance.

Departments should prepare to update any existing materials referencing HR’s NEO beginning in July and make sure that anyone supervising or working closely with new employees is aware of the changes. We are excited for this hybrid NEO to go live and look forward to seeing how incoming new hires will engage with the learning opportunity.

If you have any questions, please contact Human Resources at 850.474.2694.

Financial Planning Assistance Available

For many of us, summer is a time of readjusting and goal-setting for a new academic year. Now might be a good time to reflect on your finances as well. If you did not have a chance to attend the Financial Planning Series workshops in February and March, or if you are simply interested in learning more, take a moment to review the [variety of resources](#) provided by MyFRS. You may watch any of the recorded seminars online at your own pace during a time that is convenient for you.

All employees are encouraged to take advantage of the opportunity to reassess financial goals and take steps towards achieving them.

If you have questions, please contact [Adrian Rowley](#) at 850.474.2604, [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

Nine Month Faculty Pay Over 12 Months Option

Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the Human Resources web page under News and Announcements beginning March 1, 2024. The enrollment dates for this year will be March 1, 2024 to June 28, 2024. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2024 and June 28, 2024. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 28, 2024.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Kristie Peppers](#) at 850.474.3169.

EAP Resources for Living Webinars – Click [here](#) to register for a webinar.

- 6/6 @ 2pm [Understanding and Overcoming Unconscious Bias](#)
- 6/13 @ 2pm [What's Your Happiness Score](#)
- 6/20 @ 2pm [Launching Your Kids into Adulthood](#)

- 6/25 @ 2pm [Overcoming the Fear of Commitment](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You'll be glad you did! (Username- UWF Password – UWF).

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